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8 July 1974

MEMORANDUM FOR: Chief, Position Management and
Compensation Division, OP

THROUGH : Acting Chief, Plans Staff, DDM&S

SUBJECT : FY 1975 Ceiling Reduction -
Office of Finance

REFERENCE : a. Memorandum to DDM&S from D/Pers and
Comptroller, dated 20 June 1974,
Subject: Staff Personnel Ceilings for
FY 1975
b. DDM&S 74-1692, dated 14 May 1974

25X9 1. Complying with reference a, it is requested that
the following twelve (12) positions be eliminated from the
Office of Finance Staffing Complement to reduce the Office
of Finance ceiling to [REDACTED] positions authorized for FY 1975:

Certification and Liaison Division
Central Travel Branch
Office of the Chief

1 GS-04 Clerk Pos. No. 0727

25X1A

2 GS-06 Voucher Examiner Pos. No. 0730

25X1A

3 GS-06 Voucher Examiner Pos. No. 0831
1 GS-05 Voucher Examiner Pos. No. 0832

25X1A

Compensation and Tax Division

2 GS-09 Tax Accountant Pos. No. 0737
1 GS-06 Clerk Steno Pos. No. 0836

Automated Payroll Operations Branch

1 GS-05 Time Leave Pay Clerk

Pos. No. 0853

Commercial Systems and Audit Division
Office of the Chief

1 GS-05 Clerk Typist

Pos. No. 0262

2. The above action will raise the average grade of the Office of Finance from GS-9.342 to GS-9.537 (+.195). This Office was instructed by DDM&S (ref b) to effect elimination of specific functions which were at grade levels below the average grade of the Office, and there are no other positions in the Office of Finance which can be downgraded to offset the increase in average grade.

25X1A


Acting Director of Finance

Attachment
as stated

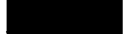
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1 - AC, Plans Staff, DDM&S



~~2~~ - OF/SS

25X1A

OF/SS :mel (8 Jul 1974)

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FY 1975 Position Reductions

	<u>Location</u>	<u>Number</u>	<u>Grades</u>
25X1A	Central Travel Branch	-7	-5 GS-06 downgraded to GS-05's & 2 of 5 points used to upgrade 2 GS-08's to 9's in CTB & 3 points used to upgrade 1 GS-11 to GS-12, 1 GS-06 to GS-07, 1 GS-04 to GS-05 -1 GS-05 -1 GS-04 <u>-7</u>
25X1A		-3	-2 GS-09 downgraded to GS-05's & 4 of 8 points used to upgrade 1 GS-12 to GS-13, 1 GS-11 to GS-12, 1 GS-09 to 11 in  Other 4 points to be used in C&T to offset other upgradings (18 pts) in FY 74 Planning Paper -1 GS-06 downgraded to GS-05 & point used within C&T to offset other upgradings (18 pts) in FY-74 Planning Papers
	Compensation & Tax	-1	-1 GS-05
	CSAD	<u>-1</u>	<u>-1</u> GS-05
		<u>-12</u>	<u>-12</u>

13 May 1974

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CL BY 000289